

**THE CONTRACTING PROCESS FOR CIP FUNDED A&E CONTRACTS VALUED OVER \$1,000,000.00 AND FOR NON-CIP FUNDED A&E CONTRACTS VALUED OVER \$250K UTILIZING THE RFP PROCESS IS AS FOLLOWS:**

1. The Project Manager or Initiator (PM) requests the A&E Project Request Form from the Public Works Contracts (PWC) Consultant Services Coordinator (CSC). With the Project Request Form the CSC will email instructions regarding completion of the form. The PM will provide PWC with:
  - a. A completed A&E Project Request Form including a WBS or Internal Order number open to PWC,
  - b. The Scope of Services, and
  - c. Completed Human Resources (HR) Approval form with authorization signature from HR liaison.
2. Upon receipt of proper project intake documentation (see 1a.-1c. above), the CSC provides the Contract Number (H#####), assembles a draft Request for Proposal (RFP), a draft advertisement and a Draft Contract for the PM's review.
3. At this point, the CSC provides all standard correspondence and forms to the PM.
4. Upon approval from the PM, the CSC advertises the RFP in the City's official newspaper and on the City's websites for a minimum of 30 calendar days. Depending on funding sources, the RFP could also be advertised in several minority focused publications.
5. If applicable, the CSC chairs, and the PM attends, the pre-proposal meeting where questions and clarifications are addressed. In the Public Utilities Department, a Senior Contract Specialist may chair the pre-proposal meeting. Pre-proposal meetings are not required and are only held for more complicated/unique projects and only upon the PM's request.
6. After a minimum of 30 days, interested consultants submit their responses to the RFP (proposals) and proposals are reviewed for completeness by the CSC. At this time, any exceptions to the Draft Contract in the RFP are addressed between the Consultant firm and PWC.
7. Once the proposals have been reviewed and deemed responsive, they are sent to the PM for the shortlisting phase. Shortlisting is normally done when more than 7 or 8 proposals are received. Otherwise, PMs usually interview all interested consultants. The PM forms a Selection Panel (Panel) and conducts a Shortlist Selection Panel Meeting. The purpose of the Shortlist Selection Panel Meeting is to select the most highly ranked firms for the purpose of conducting interviews. Only shortlisted firms will be invited to participate in the interview process. NOTE: EOCP attendance is required for interviews for contracts > or = \$3Million
8. The PM chairs the Shortlist Selection Panel Meeting, presents the scores to the panel for their consideration, and obtains consensus for the shortlist selection.
9. The PM prepares a memorandum for the Director's approval of the recommended shortlisted firms immediately after the Shortlist Selection Panel Meeting is adjourned. After the Director approval is obtained and provided to PWC, the PM proposes and schedules the date for interviews after the Panel's recommendation has been finalized.

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- a. A minimum of three (3) weeks should be allowed for Proposers to prepare for their presentation but more time should be allowed if the project is complex.
  - b. The Interview Panel shall be comprised of the same individuals who were on the Shortlist Selection Panel.
10. The PM forwards shortlist approval and interview time, date, and location to PWC.
11. The PM, in accordance with the standard correspondence and forms provided:
  - a. Mails notification to successfully shortlisted firms, and
  - b. Mails notification to non-shortlisted firms.
12. The PM prepares interview script and ranking summary sheets.
13. The PM notifies Selection Panel of impending interviews.
14. The PM chairs the interview process and compiles the scores for each Proposer interviewed.
15. The PM summarizes and verifies the scores of each Proposer.
16. The PM prepares memorandum for the Director's approval immediately following finalization of scores.
17. Upon receipt of the initiating department Director's approval, PM distributes Director's approval to the cc list on the memo, notifies all participating Proposers of the results of the interview and the selected Consultant by calling each Proposer on the telephone.
18. The PM, in accordance with the standard correspondence provided:
  - a. Mails notification to selected firm(s), and
  - b. Mails notification to non-selected firms.
19. Once the most highly qualified firm is identified and approved by the PM's director, the PM begins negotiations with the most highly qualified firm. If PM is unable to finalize negotiations with the most qualified firm, the PM will terminate negotiations with the firm and begin negotiations with the next most highly qualified firm and so on, until an agreement is reached.
20. The PM verifies with the CSC that the boiler Contract contained in the original RFP is still in effect. If a new boiler is necessary it will be provided at this time.
21. Once the PM finalizes negotiations, the PM adds their project specific information to the boiler and returns the Draft Contract to PWC for review in **Microsoft Word** format and must include the completion of all data fields in the boiler as well as:
  - a. Exhibit A – Scope of Services,
  - b. Exhibit B – Compensation Schedule, and

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- c. Exhibit C – Time Schedule (Not applicable to As-Needed contracts).

Only the boiler obtained from PWC shall be used. **The Consultant does not sign the Contract at this stage of the process but the PM should review any exhibits provided by the selected consultant for accuracy.** Incomplete Draft Contracts will be returned to the PM. After PWC reviews the Draft Agreement, the project manager shall forward the draft to their department's Deputy City Attorney for review. Once this review process is complete, the project manager can forward four (4) PDF or hard copies of the Agreement to the Consultant for final signature.

22. The PM may start the routing of their award document (Form E-1472) at this time. **The Final Contract signed by the consultant must be attached in OnBase before your action goes to external reviewers.** At this time the PM should also update their Purchase Requisition to include the name of the selected Consultant and the Contract Number for the project. The Contract Number should be typed into the "Texts" field.
23. PWC reviews action in OnBase, ensures a copy of the Contract signed by the consultant and the Comptrollers Certificate is attached, and approves the action to move forward for Council approval.
24. Once the E-1472 is ready for Docket (City Council Approval), the PM forwards the original Contracts (4 total), a copy of Comptroller's Certificate, insurance and endorsements to the Docket Clerk.
25. The E-1472 goes to Council for approval. The E-1472 and contracts will then go to the City Clerk (if approved by Council).
26. The City Clerk notifies the PM when all four Contracts have been recorded with a Resolution Number (or Ordinance Number) and are ready for pick up. PMs should keep in close contact with the City Clerk's Office to verify whether the contracts are ready and to remind the City Clerk that the Contracts need to be forwarded to the PM.

**Note: This document package is not automatically forwarded to PWC. After the Mayor's 10 day veto period has passed, it is the PM's responsibility to follow up with the Clerk's Office, pick up the package, and deliver it to PWC.**

27. The PM returns all four Contracts to PWC using a Routing Slip (provided to you by PWC).
28. PWC reviews the E-1472, Contracts, Comptroller's Certificate, insurance and endorsements, signs the contracts and then forwards the package to the City Attorney's Office for final signature.
29. The City Attorney's Office reviews and signs the contracts and notifies PWC when the contract is ready for pick up.
30. PWC issues a Notice to Proceed (NTP), retains one Duplicate Original Contract for their file, forwards a Duplicate Original Contract to the Consultant along with the NTP letter, and forwards a Duplicate Original Contract and a copy of the NTP letter to the PM. PWC forwards the Original Contract to the City Clerk.

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31. PWC assigns a SAP Outline Agreement number at this time. PM generates a Purchase Requisition (PR) for the Agreement or each Task Order, as applicable, and PWC assigns a Purchase Order (PO) number.